

NEW CANAAN POLICE DEPARTMENT

SUBJECT: UNIFORMS



GENERAL ORDER NUMBER: 88-3-47

FILE: SRVS 6

PERSONNEL PROCESS

I PURPOSE/POLICY

The purpose of this General Order is to establish uniformity in the appearance of the officers of the New Canaan Police Department.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order and to maintain their uniforms in a professional and serviceable condition. It is the additional responsibility of all supervisory and command staff to insure its compliance.

III UNIFORM REQUIREMENTS/DEPARTMENTAL STANDARDS

All uniforms shall be well fitting and suited for seasonal climate changes as to provide maximum comfort and utility. Each uniform item purchased shall conform to the manufacturer and model number as defined in the Uniform Issue Addendum to this General Order (when specified). All uniform clothing shall be dark blue and/or black in color unless otherwise specified.

A Approved uniforms for patrol use shall be classified as the follows:

Class A – This uniform is designated for ceremonial use and shall not be worn for patrol duty. Its components and specifications are:

- 1. Breast Badge** – Worn on left chest
 - a. Officers - chrome-colored
 - b. Supervisors - gold-colored
- 2. Name Plate** - Worn directly above and centered on the right breast pocket
 - a. Officers - chrome-colored with CALEA emblem
 - b. Supervisors - gold-colored with CALEA emblem
- 3. Department Patch**
 - a. Full color. All garments (excluding rain gear) shall have a patch sewn to both right and left sleeves at the shoulder
- 4. Blouse** Dark blue, New York City style, single vent, brass gun hooks on back.
 - a. **Buttons:** Officers – chrome colored
 - b. Supervisors – gold colored

5. Rank Designations

- a. Sergeants - shall have gold chevrons sewn on both sleeves
- b. Lieutenants - shall have one gold braid sewn one quarter of an inch above the last button on each sleeve.
- c. Captains - shall have two gold braids sewn on each sleeve, the first braid being placed one quarter of an inch above the last button on the sleeve.
- d. Deputy Chief – Shall have three gold braids sewn on each sleeve.
- e. Chief - shall have four gold braids sewn on each sleeve.
- f. Lieutenants and above shall wear metal device, rank insignias at the epaulettes.

6. Rank Insignias - Shall be worn on all uniforms as specified.

- a. Sergeant – Chevron
 - 1) All metal devices shall be gold in color
 - 2) Chevrons on Class A shall be gold on black
 - 3) Chevrons on Class B shall be Royal on black
 - 4) Cheverons on Class C shall be subdued (grey/chrome)
- b. Lieutenant – Single Bar (gold color)
- c. Captain – Double Bar (gold color)
- d. Deputy Chief – Single Star (gold color)
- e. Chief – Two Stars (gold color)

7. Time of Service Designation

- a. Gold colored tick/hash marks shall be sewn to the left front sleeve, one tick/hash mark per four years of service.

8. Citations/Awards

- a. Citation bars shall be worn on a black leather holder above the breast badge (optional).
- b. No other devices or embellishments shall be worn, without permission of the Chief of Police.

9. Uniform Shirt

- a. Officers/Supervisors- dark blue, long sleeve, with tie.
- b. Command Staff - white, long sleeve, with tie.

- c. Collar brass will not be worn with the Class A uniform.
 - 10. Tie - Dark blue, clip on or Velcro type.
 - 11. Pants – Pants shall be the class B pant of that officer’s rank
 - 12. Gun Leather
 - a. Duty belt, black, basket weave
 - 1) Officers – chrome colored buckle
 - 2) Supervisors – gold colored buckle
 - b. Sam Browne, black, basket weave, worn over shoulder opposite duty weapon
 - 1) Officers – chrome colored buckle
 - 2) Supervisors – gold colored buckle
 - c. The equipment to be worn is as follows:
 - 1) Duty weapon and holster
 - 2) Magazine pouch, to be worn opposite front of duty weapon
 - 13. Hat – Winter cover, eight-point
 - 14. Gloves – black or white as specified
- B.** Class B – This uniform may be worn for regular patrol duty. It should be worn for ceremonies and other official events, if the officer does not have a Class A uniform or as directed by the Commander of the Operations Division. Its components and specifications are:
- 1. Breast Badge – Worn on left chest
 - a. Officers - chrome-colored
 - b. Supervisors - gold-colored
 - 2. Name Plate - Worn directly above and centered on the right breast pocket
 - a. Officers - chrome-colored with CALEA emblem
 - b. Supervisors - gold-colored with CALEA emblem
 - 4. Department Patch
 - a. Full color. All garments (excluding rain gear) shall have a patch sewn to both right and left sleeves at the shoulder.
 - 5. Uniform Shirt

- a. Officers and Sergeants – Dark blue
- b. Lieutenants – White or dark blue
- c. Captains and above – White

6. Collar Pins

- a. Officers – chrome color “NCPD” Bar-type collar pins 3/8 inch in size. Shall be worn one on each collar. Pins shall be worn centered on the axis line from the point of the collar with lower corners approximately 1/4 inch from edge of collar.
- b. Supervisors – gold color rank insignias as described in III, A, #6, to be worn, one on each collar of uniform shirt
 - 1) Shoulder boards or pins displaying insignia of rank shall be worn on all epaulets of all sweaters and outer garments (except rain gear) and shall be black/gold in color

7. Sergeant Chevrons

- a. Shall be worn on all shirts, color shall be royal blue on black.

8. Time of Service Designation (optional)

- a. Service tick/hash marks to be worn on all outer garments(except rain gear) and long sleeve shirts. To be located on the left front sleeve
- b. One tick/hash mark per four (4) years of service
- c. Royal on Black in color to be worn on dark blue, white uniform shirts and on outer garments

9. Citations / Awards - Award and designation pins/plates, in ranking order of highest on top, to be worn centered above name plate, or below American Flag on black badge holder

- a. The Uniform Committee shall maintain a list of approved award and designation pins/plates (G.O. 91-08-96, Disciplinary Procedures)

10. American Flag (optional)

- a. Bar type, single flag, to be worn above the badge

11. Tie Clasp - Worn centered between the third and fourth shirt button

- a. Officers – chrome colored inscribed with "NEW CANAAN POLICE" and State Seal in blue
- b. Supervisors – gold colored inscribed with "NEW CANAAN POLICE" and State Seal in blue

12. Hat Badge

- a. Officers - chrome colored
- b. Supervisors - gold colored

C. **Class C** – This uniform may be worn for regular patrol duty. It shall not be worn for ceremonies and other official events. No metal devices are to be worn with this uniform.

- 1.** Breast Badge – Embroidered on left chest.
 - a. All Personnel - chrome-colored
- 2.** Name / Badge / Rank - Embroidered directly above and centered on the right breast pocket.
 - a. All Personnel – chrome-colored
 - b. Format: Officers - Last Name / Badge Number
Supervisors – Rank / Last Name
- 3.** Department Patch
 - a. Grey-scale. All garments (excluding rain gear) shall have a patch sewn to both right and left sleeves at the shoulder.
- 4.** Collar & Rank Insignia
 - a. Officers – chrome-color “NCPD” embroidered, centered on the axis line from the point of the collar with lower corners approximately 1/4 inch from edge of collar.
 - b. Supervisors – chrome-colored rank insignias to be worn, one on each collar of uniform shirt.
- 5.** Sergeant Chevrons
 - a. Shall be worn on all shirts, chrome-colored.
- 6.** Time of Service Designation (optional)
 - a. Service tick/hash marks Chrome-colored, to be worn on all outer garments(except rain gear) and long sleeve shirts. To be located on the left front sleeve.
 - b. One tick/hash mark per four (4) years of service.
- 7.** Citations / Awards – No citations or awards shall be displayed on this uniform.

D. Approved duty gear listed below shall be worn to the following specifications:

- 1.** Assigned Field Patrol (Class B & C Uniform) – Black leather or synthetic leather (nylon) Bianchi Accumold Elite with basket-weave finish.

2. Black suspenders may be worn over the uniform of the day if the officer provides written justification for their necessity by a licensed physician.
3. Bike Patrol – Black nylon, molded
4. Command/Administrative/Dispatch – Black leather or composite, molded (duty weapon & single magazine source or magazine/hand cuff combo to be worn on trouser belt)
5. Investigators – Black leather or composite, pancake style (duty weapon & single magazine source to be worn on trouser belt)
6. Extra- Duty – Black nylon, molded
7. Trouser belt – chrome buckle
8. Equipment belt
 - a. Supervisors - brass buckle, if worn
 - b. Officers - chrome buckle, if worn
9. Holster having a security strap, thumb break, covered trigger, and/or other security features, as approved by the Chief of Police, for all duty weapons.
10. Handcuff case, single or double
11. Double ammunition case as approved for the duty weapon, worn vertically (OPTION for bike patrol to wear horizontally), opening on top (administrative/detective to wear single ammunition source)
12. Belt keepers
13. Key ring, "silent key ring" (optional)
14. Impact weapon holder
15. Flashlight ring or holder (optional)
16. Portable radio holder (optional)
17. Knife case (optional)

Note: Hidden snap shall be used when available, brass snap in all other instances

E. Approved weapons & equipment shall consist of the following:

1. Duty Weapon
 - a. Sig-Sauer 229R DAK .40 caliber semi-automatic pistol
 - b. Other weapon(s) as approved by the Chief of Police or his/her designee

2. Handcuffs
 - a. Chrome or black, "Peerless" key type, chain or hinge
3. Folding knife - As approved by the Chief of Police; must conform to state statute (optional)
4. Impact Weapon – Monadnock “Autolock” baton, 20 inch with power safety tip
5. TASER – worn opposite duty weapon on belt or drop holster

F. Approved uniform clothing shall consist of the following:

1. Hat
 - a. Eight point, dark blue with standard black visor, winter and summer cover
 - 1) Officers – black hat band
 - 2) Supervisors – gold colored hat band
 - b. Winter trooper style, fur/Gore-Tex (optional)
 - c. Rain cover, reversible black/orange/green (neck cover optional)
 - d. Winter Watch Cap – Black knit, gold-color (for both patrolmen and supervisors) “NCPD” and Department Patch embroidered on center (optional)
 - e. Fitted Ball Cap – Winter cap shall be twill. Summer cap shall be nylon/spandex mesh.
 - a. Class B -Black with full color Department patch embroidered at crest.
 - b. Class C – Black with grey-scale Department patch at crest.
2. Uniform Shirt
 - a. Officers / Sergeants - Dark blue, long or short sleeve with epaulets at shoulders.
 - b. Lieutenants / Command Staff – White, long or short sleeve with epaulets at shoulders or dark blue, long or short sleeve with epaulets at shoulders
 - c. Turtlenecks and Dickeys - Black in color may be worn beneath long sleeve shirt in lieu of tie. “NCPD” shall be embroidered on right side
 - 1) Officers – Silver lettering
 - 2) Supervisors – Gold lettering
 - d. Undershirts, if worn, shall be white, black, or navy in color.
 - e. Approved vest carrier may be worn with Class B or C uniform.

3. Trousers - Dark blue with black side piping
 - a. Officers – piping width, one quarter inch
 - b. Sergeants - piping width, one half inch
 - c. Lieutenants - piping width, one inch
 - d. Command Staff – piping one and one half inch with gold edge (Trumbull Braid)
 - e. Blauer side pocket trouser, Dark navy with no piping on sides. (optional)
4. Raincoat
 - a. Full, three quarter, or half length, reversible black/orange/green.
 - b. Black/orange/green overpants (optional)
5. Sweater
 - a. Black Blauer flat knit or wool military style, 210-V-neck, with epaulets, badge, and name plate positions (if provided by manufacturer)
 - b. NCPD patches on both sleeves at the shoulder
 - c. May be worn over either approved turtleneck or long-sleeved uniform shirt.
6. Windbreaker
 - a. Reversible, black/orange/green with side pockets, NCPD patches on both sleeves.
 - b. May be worn over long or short-sleeved uniform shirts. May **not** be worn with shorts.
7. Leather Jacket (optional)
 - a. Black, police style with epaulets at shoulders and NCPD patches sewn on both sleeves at the shoulder
8. Street Coat
 - a. Black, cruiser, three quarter or full length with epaulets at shoulders and NCPD patches sewn on both sleeves at the shoulder
9. Tie
 - a. Dark blue, clip on or velcro, worn with long sleeve shirt
10. Shoes/Boots/Socks
 - a. Black Leather, plain toe, clean and polished

- b. Sneakers, black leather or equivalent, clean and polished
 - c. Crew length socks must be worn with sneakers or shoes. All socks, if visible, must be black in color (not applicable to Bike Patrol)
- 11.** Rubber shoe coverings
- a. Black
- 12.** Soft body armor
- a. N.I.J. standard class IIA, or equivalent shall be issued all officers as part of their initial equipment issue
- 13.** Reflective traffic vest
- a. Green, compliant with ANSI DOT standards.
 - b. "New Canaan Police" printed on front & back (optional)
- 14.** Winter Coveralls (OPTIONAL for Extra-Duty Jobs, or sub-section c., below)
- a. Insulated coveralls, dark navy blue, NCPD patches on both sleeves at the shoulder, embroidered badge on left breast (rank color appropriate), embroidered rank & name on right breast (rank color appropriate), reflectorized "POLICE" on back in large letters, detachable hood
 - b. An insulated face protector may also be worn
 - c. May be worn for shifts and/or events during inclement weather, only at the discretion of the Shift Commander. The approval of such usage shall then be forwarded to the Captain of Operations for review.
- 15.** Warm Weather Uniform (Worn by Bike Patrol; OPTIONAL for side jobs or sub-section d., below)
- a. Gray knit, short sleeve shirt with embroidered badge(rank color appropriate) on left breast. Rank and name embroidered on right breast. "POLICE" embroidered in middle of back and NCPD patches on both sleeves (Sergeant chevrons will **NOT** be sewn on sleeves.)
 - b. Blauer sidepocket shorts, dark navy with no piping on sides. To be worn only with black 8 inch or lower crew socks with 3/4 cut or lower black shoe or sneaker.
 - c. Lightweight (summer) black baseball cap.
 - d. May be worn for special events, only at the discretion of the Shift Commander. The approval of such usage shall then be forwarded to the Captain of Operations for review.

G. Approved auxiliary equipment shall consist of the following:

1. Summons book holder (optional)
2. Briefcase, Black nylon, soft side
3. Flashlight
 - a. Full size “Maglite” or equivalent (optional)
 - b. Compact “Stinger” or equivalent
4. Gloves
 - a. Patrol duty, black leather or neoprene (optional)
 - b. Traffic duty, white or high visibility orange/green
5. The Chief of Police at his discretion, may authorize the purchase and/or use of other uniform items deemed appropriate for the performance of an officer’s assigned duties.

F Approved uniform dress for the Investigative Sections shall consist of the following:

1. Business Attire (suit or shirt and tie)
2. Cargo pants with polo type shirt (long or short sleeve)
 - a. Shirt may be embroidered with Department patch or badge
 - b. “Investigations” shall be printed below said embroidery
 - c. Rank and last name may also be embroidered on the opposite chest.
3. Shoes or boots shall be worn while on duty athletic type shoes will not be permitted.

IV UNIFORM OF THE DAY

- A. Shirts, sweaters, and all outer garments (except rain gear) will have the departmental patch sewn on the sleeves at the shoulder
- B. Breast badge and nameplate will be worn on the outer garment, if location for such is provided by the manufacturer
- C. The appropriate uniform for special events or occasions shall be designated by memorandum
- D. Uniforms and equipment for the SRT, special assignments, and other functions or duties not specifically referred to in this General Order shall be determined by the Chief of Police or his designee
- E. Weather-appropriate hat will be worn at all times by officers working extra-duty jobs

- F. At extra-duty jobs where three or more officers are assigned to one location (e.g. football games, large community events, etc.), the senior officer or supervisor assigned to work the job shall work to ensure that all officers working the job are wearing a similar uniform.

V EXTRA DUTY UNIFORMS

- A. Officers working extra duty jobs shall wear either a class B or class C uniform with the following exceptions:
 - 1. ANSI compliant, high visibility shirt may be worn (Summer)
 - 2. Dark blue cargo shorts may be worn(summer)
 - 3. Ball cap may be worn in place of 8-point cover
 - 4. Dark blue, one-piece coveralls may be worn (winter)

VI SPECIAL UNIT UNIFORMS

- A. Specifications for uniforms worn by specialty units of the department (K-9, Motorcycle, Bicycle, SRT, etc.) shall be outlined in the general order for that specific unit.

VII RESTRICTIONS

- A. Smoking is not allowed by officers while in uniform and in public view.
- B. Cell phone use while on-duty should be restricted to police department business. Officers should avoid using cellular phones while in uniform and in public view.

VIII CHANGES

- A. Department Changes – All requests for changes/revisions to this General Order shall be made in writing, to the Captain of Staff Services. The Uniform committee will consider all requests and forward a recommendation to the Chief of Police for final approval. The committee shall consist of the Captain of Staff Services, one Lieutenant, one Sergeant, and one Patrol Officer.
- B. Manufacturer Changes - When a manufacturer changes the specifications of an article so that it no longer meets the standards required in this general order, those changes shall be addressed by the uniform committee.

IX DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network.

X **EFFECTIVE DATE**

This general order approved by the Police Commission on April 25, 1988 and is effective January 30, 1989.

Revised December 1993
Revised June 1997
Revised May 2000
Revised August 2002
Amended September 2004
Amended March 2005
Revised October 2008
Revised December 2013
Revised September 2015

Per Order,

Leon M. Krolikowski
Chief of Police